

How to Use the Training Services Statewide Contract

Contract #: PRF51	Contract Duration: 07/01/2012 to 6/30/2015
MMARS #: PRF51*	Options to renew: through 6/30/16
Contract Manager: Peter Etzel -617-720-3397 Peter.Etzel@state.ma.us	
This contract contains Supply Diversity Office Certification (SDO), Supplier Diversity Program (SDP), and Small Business Purchasing Program (SBP)	
Last Change Date: - 1/16/13	

Contract Summary

This Statewide Contract provides **Training Services** in the following four categories:

- Category I - Information Technology
- Category II - Professional Development
- Category III - Instructional Design and Course Development
- Category IV - Delivery of Content

Training Services under this contract are available as follows: instructor-led, e-learning or blended learning or any other method agreed upon and negotiated by Eligible Entities and the Contractor. The Commonwealth primarily uses instructor-led training as Internet access is not always readily available in all Commonwealth locations. Under this contract Contractors are required to provide training by e-learning that is Sharable Content Object Reference Model (SCORM) compliant that includes the source file. [Note: SCORM is a collection of standards and specifications used for web-based e-learning. It defines communications between client side content and a host system called the run-time environment (commonly a function of a learning management system). SCORM also defines how content may be packaged into a transferable ZIP file.]

Contractors have agreed that any training provided must ensure that all materials/handouts, spaces, and presentations are accessible to attendees with disabilities as required by Title II of the Americans with Disabilities Act. Additionally, all training provided by e-learning will be accessible by the ITD Accessibility Lab standards.

This Statewide Contract for Training Services is focused on providing training to public employees, public workers, and in some cases the general public in training areas that are not highly specialized. This Statewide Contract does **not** cover trainings that are specific to: public safety, law enforcement, fire, healthcare, mental health, highway, environmental, legal, food preparation, scientific; or any other training areas that are not under the original Scope of the contract.

Benefits and Cost Savings

- Contractors are required to provide all the equipment and materials including, but not limited to: binders, books, textbooks, articles, professional literature, and other handouts that are required to provide training services **at no additional cost to the Commonwealth.**
- User departments may take advantage of the **Prompt Pay Discount Offer** available by the contractors as listed below in the “Vendor List”.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Commonwealth Agencies and all other Eligible Entities are **required** to obtain quotes from multiple (two or more) Statewide Training Contractors prior to issuing an order or as follows:

- For Categories I and II, a Contractor’s Course Offering Sheet price as posted on Comm-PASS is considered a quoted price.
- Under this Statewide Contract, commuting expenses will not be reimbursed. Standard Business Expenses may be allowed with prior authorization from a Commonwealth Agency but in no case will the amount be more than allowed for Commonwealth of Massachusetts employees. ([Commonwealth Human Resources](#) - search for the term “Red Book”)

Category I - IT Training and Category II Professional Development Training

These courses are offered on a regular basis by contractors. Please see further details in the Additional Information Section below. The Course Offering Sheets attached to each Contractor’s name under the “Vendor” tab on Comm-PASS contains the Cost per Seat or the Cost per Course for the listed course. These costs are fixed for the entire term of the contract. A Using Entity may negotiate with a contractor for a lower price.

Category III - Instructional Design and Course Development; and Category IV - Content Delivery

Category III courses are developed by a contractor to an eligible entity's specifications. In Category IV contractors deliver course content, which may have been developed under Category III, or provided by the eligible entity. Please see further details in the Additional Information Section below. The hourly rate or rates for Category III or Category IV Contractors are part of their Category III/IV award information attached to each Contractor on the "Vendor" tab on Comm-PASS. These hourly rates are fixed for the entire term of the contract. Eligible entities may negotiate with a Contractor for a lower rate. It is the responsibility of the using entity to establish the work parameters through a statement of work (SOW) with Category III and Category IV Contractors. For example, an SOW would typically include the number of hours required.

Training & training materials including necessary equipment

Under the Contract, Contractors have agreed and are required to provide all the equipment and materials including, but not limited to: binders, books, textbooks, articles, professional literature, and other handouts that are required to provide training services at no additional cost to the Commonwealth. Using entities may have equipment in place for use by the contractor which is acceptable on a per entity basis under the contract.

For e-learning, Contractors will provide alternative printed materials in sufficient quantity for all attendees who do not have access to equipment needed to take the training electronically. The cost is to be included in the total quote in response to an eligible entity's Statement of Work (SOW), which specifies the number of attendees requiring these alternative printed materials. The contract user cannot hold the Contractor to the materials requirements of this section unless the number of people needing alternative materials is included in the SOW.

A requirement under this Contract is that Contractors provide materials that reduce waste, such as, but not limited to:

- Providing information on flash drives as opposed to paper;
- Ensuring that when paper is used that it contains a minimum of 30% post-consumer recycled content; eliminates the use of binders or other binding or sealing materials that are difficult to recycle in traditional office recycling programs.

Additional Information

Determine if the training services you are seeking are covered within the scope or purpose of the contract. Please note that the contract does **not** cover trainings that are specific to: public safety, law enforcement, fire, healthcare, mental health, highway, environmental, legal, food preparation, scientific; or any other training areas that are not under the Scope of the original RFR.

Geographic service and delivery areas - As a Statewide Contract for Training Services, Contractors will be able to provide the requested service(s) throughout the

Commonwealth. In most cases the training will be provided at a Commonwealth location. Delivery of training may also be provided at a contractor's location.

Informational Category I Technology Training and Category II Professional Developmental Training. A detailed Course Offering Spreadsheet for each Category-I and Category-II Contractor is attached under the "Vendor" tab of the Contract (Document Number PRF51) in Comm-PASS. The Course Offering Spreadsheet for each contractor lists the following: Course Title, Course Duration, Delivery Method (*instructor led, e-learning, or blended*), Maximum Class Size, Description of Target Population, Behavioral Objectives (*stated in the "learner will be able to" format*), Cost per seat, Cost per Course, Cancellation Policy, and at contractors facility (*yes or no*).

Instructional Design and Course Development Category III - It is the responsibility of the user department to select and establish the work parameters with Category III Contractors on this Contract. A narrative description of each Category III Contractor's service capabilities is attached under that contractor's listing on the "Vendor" tab of the Contract (Document Number PRF51) in Comm-PASS.

Services in this category include the ability to conduct comprehensive needs assessments of the potential learners, learner analysis, writing specific behavioral learning objectives, instructional strategy deployment (action learning in particular), materials development including facilitator guides, facilitator notes and learner materials, and evaluation and learning transfer methodology. These services may also include the training of in-house trainers. The learning design and class content should be anchored in contemporary adult learning theory.

Delivery of Content Category IV - It is the responsibility of the user department to select and establish the work parameters with a Category IV contractor on this Contract. A narrative description of each Category IV Contractor's service capabilities is attached under that Contractor's listing on the "Vendor" tab of the Contract (Document Number PRF51) in Comm-PASS. The learning content will be supplied by the using entity to the Contractor for delivery to the learner.

Purchase Order for Commodities or Services Form –User departments may use the Purchase Order form or their own equivalent when engaging a Contractor in work. The Form is attached under the "Forms and Terms" tab of the Contract in Comm-PASS.

Vendor List and Contract information

The available contractors are listed below. Please refer to the "Vendor" tab of Comm-PASS (www.comm-pass.com) for most up to date, accurate and complete listing of contractors and related program participation statuses. Additional contract information, Course Catalogs and Narratives, are available at the bottom of each awarded contractors page for the contractors listed below.

Contractors, Account Manager Contact Name, Phone and E-mail Address

7 Generations Inc. Account Manager: Loretta Sanford Phone Number: 877-777-6756 E-mail: services@7generationsinc.com Awarded Categories: II, III, IV Prompt Pay Discount: 1.5% - 10 days, 1%-15 days, .75%-20 days, .50%-30 days	Learning Tree International Account Manager: Marthe Lewis Phone Number: 703-709-9119 E-mail: contracts@learningtree.com Awarded Categories: I, II, III, IV Prompt Pay Discount: NONE AVAILABLE
AXIOM Training & Consulting Services Account Manager: David Franco Phone Number: 774-233-0266 E-mail: dfranco@axiomtcs.com Awarded Categories: I, II, IV Prompt Pay Discount: 4%-10 days, 3%-15 days, 2%-20 days, 1%-30 days	Morgan, Brown & Joy LLP Account Manager: Jaclyn Kugell Phone Number: 617-523-6666 E-mail: jkugell@morganbrown.com Awarded Categories: II Prompt Pay Discount: .50%-10 days, 1%-15 days, 1.5% - 20 days, 2% - 30 days
Casey Hall Training Associates Account Manager: Casey Hall Phone Number: 508-252-6590 E-mail: CaseyHall@comcast.net Awarded Categories: II, III, IV Prompt Pay Discount: 1%-10 days	NHCLC-Boston, Inc. DBA New Horizons Computer Learning Centers Account Manager: Stephanie Crocker Phone Number: 781-487-3228 E-mail: scrocker@nhboston.com Awarded Categories: I, II Prompt Pay Discount: 1%-30 days
CompuWorks Systems, Inc. Account Manager: Andrew Wight Phone Number: 781-224-1113 x1414 E-mail: awight@compuworks.com Awarded Categories: I, II, III, IV Prompt Pay Discount: 1%-10,15,20 days	Peeler Associates Account Manager: Marie Peeler Phone Number: 781-294-9203 E-mail: mpeeler@peelerassociates.com Awarded Categories: II, III Prompt Pay Discount: 3%-10 days, 2%-15 days and 20 days, 1% -30 days
Crisis Management Group, Inc. CMG Assoc. Account Manager: Bruce Cedar Phone Number: 617-969-7600 E-mail: bcedar@cmgassociates.com Awarded Categories: I, II, III, IV Prompt Pay Discount: 3%-10 days, 2%-15 days, 1% 20 days & 30 days	Self Esteem Boston Account Manager: Jeri Levitt Phone Number: 617-983-1111 E-mail: empowermail@selfesteemboston.com Awarded Categories: II Prompt Pay Discount: 1%-10 days, 15 days, 20 days

Culture Coach International Account Manager: Kari Heistad Phone number: 617-795-1688 E-mail: admin@culturecoach.biz Awarded Categories: I, II Prompt Pay Discount: 4%-10 days, 3%-15 days, 2% - 20 days	SkillSoft Corporation Account Manager: Dave Buckley Phone Number: 781-349-8005 E-mail: Dave_Buckley@skillsoft.com Awarded Categories: I, II, III, IV Prompt Pay Discount: 2%-10 days
CyberSense Training & Consulting, Inc. Account Manager: Kathlene Arnold Phone Number: 617-818-8890 E-mail: karnold@cybersensetraining.com Awarded Categories: I, III, IV Prompt Pay Discount: 2%-10 days, 1.5%-15 days, 1%-20 days, .50%-30 days	Skyline Advanced Technology Services Account Manager: Kelly Fitzgibbons Phone Number: 773 444 4212 E-mail: KFitzgibbons@skyline-ats.com Awarded Categories: I, III, IV Prompt Pay Discount: 1%-10 days
Dynamics Research Corporation Account Manager: George Gotsis Phone Number: 978-289-1666 E-mail: askbd@drc.com Awarded Categories: III, IV Prompt Pay Discount: 1% -10,15,20, 30 days	Univ. of Massachusetts Donahue Institute Account Manager: Laura Eve-Cowles Phone Number: 413-545-0001 E-mail: leve-cowles@donahue.umassp.edu Awarded Categories: I, II, III, IV Prompt Pay Discount: 4%-10 days, 3%-15 days, 2% - 20 days
Farrah Consulting Group, Inc. Account Manager: Maria Farrah Howell Phone Number: 617-947-3797 E-mail: mfarrah@farrahconsulting.com Awarded Categories: II Prompt Pay Discount: 8% -10 days, 6%-15 days, 4%-20 days, 2%-30 days	Weisman Consulting Account Manager: Paul Weisman Phone Number: 617-413-4291 E-mail: paul@weismanconsulting.com Awarded Categories: II, III, IV Prompt Pay Discount: 2%-10 days, 1.5%-15 days, 1%-20 days
Institute for Geriatric Social Work DBA Trustees of Boston University Account Manager: Kathy Kuhn Phone Number: 617-358-2636 E-mail: kkuhn@bu.edu Awarded Categories: II, III, IV Prompt Pay Discount: 1%-10 days	WorkTerrain DBA KidsTerrain, Inc. Account Manager: Rena Hannaford Phone Number: 978-658-2131 E-mail: rhannaford@workterrain.com Awarded Categories: I, II Prompt Pay Discount: 5%-10 days, 4%-15 days, 3%-20 days, 2%-30 days

JSI Research & Training Institute Account Manager: Lori McGowan Phone Number: 617-482-9485 E-mail: lmcgowan@jsi.com Awarded Categories: II, III Prompt Pay Discount: 1.5%-10 days, 15 days	Yale New Haven Center for Emergency Preparedness and Disaster Response Account Manager: Elin Nilsen Phone Number: 203-688-4569 E-mail: elin.nilsen@ynhh.org Awarded Categories: II, III Prompt Pay Discount: 2%-10 days, 1.5%-15 days, 1%-20 days, .50%-30 days
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Strategic Sourcing Services Team Members

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Summary of Where to Obtain Important Contract Information

To obtain more contract information please go to the Comm-PASS (www.comm-pass.com) website, on the “Contracts” tab, in the Document Number box enter Document Number PRF51 (no spaces), click the “Search” button, the page looks almost the same – click on the underlined link “There are 1 Contract(s) found that match your search criteria”, click on the eyeglasses to the right of the PRF51 information, click on the tab of interest, and click on the eyeglasses to the right of any information of interest.

Contract User Guide	“Forms & Terms” tab
Department of Public Health engagement form	“Forms & Terms” tab
Contractor’s Course Catalog	“Vendor” tab
Contractor’s Awarded Category Narratives	“Vendor” tab